

COMMISSION MEETING MINUTES
September 23, 2003
West Modesto Community Center
401-E Paradise Road
Modesto, CA 95351

MEMBERS

Rebecca Barton-Nicholes
Representative
District 5

Pat Paul
Supervisor
District 1

Sallie Perez
Representative
District 2

Martin G. Petersen
Stanislaus County
Superintendent

George Skol
Vice Chair
Representative
District 3

Dan Souza, LCSW
Behavioral Health &
Recovery Services

Margaret Szczepaniak
Health Services Agency

John Walker, MD
Chair
Public Health Officer

John C. Sims, Jr.
Executive Director

Members Present: John Walker, MD (Chair), Rebecca Barton-Nicholes, Supervisor Pat Paul, Sallie Perez, Martin Petersen, Dan Souza, LCSW, and Margaret Szczepaniak.

Members Absent: George Skol (Vice Chair).

Staff Present: John Sims, Executive Director; Mick Krausnick, County Counsel; Brenda Priest-O'Brien, Accountant; Erica Inacio, Confidential Assistant; and Dan Rosas, Staff Services Coordinator.

- I. Chair Walker called the meeting to order at 4:35 p.m. Commissioners and staff were introduced.
- II. Consent Calendar – The Commission Meeting Minutes of August 26, 2003 and the Commission Planning Day Minutes were pulled off consent.

Moved Paul, Seconded Perez. The Consent Calendar was unanimously approved.

Commissioner Petersen arrived at 4:39 p.m.

III. **Agenda Items**

- A. The Commission approved the Commission Meeting Minutes of August 26, 2003, with a revision reflecting Commissioner Souza absent.

Moved Barton-Nicholes, Seconded Perez. Unanimously approved.

- B. The Commission approved the Commission Planning Day Minutes of August 27, 2003. It further approved the letter addressed to the Commission Contractors and made a revision to the Mission Statement to read as follows: "Stanislaus County Children and Families Commission, promoting the development and well-being of children 0 – 5."

Moved Souza, Seconded Paul. Unanimously approved.

C. Executive Director's Report

1. The Commission reviewed and accepted the Monthly Financial Report. The Commission was informed that the next report would be placed on Consent under the Administrative Committee Minutes.

Moved Souza, Seconded Barton-Nicholes. Unanimously approved.

2. The Commission approved the Mini-Grant Request for Proposal (RFP) Guidelines and authorized the United Way of Stanislaus County to solicit, issue, and accept proposals not to exceed \$250,000. The Commission requested that notification efforts be enhanced to make as many people as possible aware of the availability of mini-grants. The Commission further discussed the involvement of the Administrative

Committee in defining the future mini-grant funding cycle with a longer time frame for submittal.

Moved Szczepaniak, Seconded Souza. Unanimously approved.

3. The Commission approved the 2003-2004 budget for the Stanislaus County Office of Education in the amount of \$2,694,480 for the Child Care Grant and Alternate Payment Programs. The Commission adopted the scope of work proposed by the Contractors for the two programs. The Executive Director was authorized to negotiate and sign a contract amendment with the Stanislaus County Office of Education for 2003-2004. The Commission referred the Healthy Start component of the proposal to the Administrative and the Health & Education Committee for further review.

The Commission requested for the appropriate committee look at how the Commission can assist the 121 families that are currently on the waiting list for the Alternative Payment Program. The Commission further requested that the Committee look at the families that fall in between program eligibility requirements.

Moved Souza, Seconded Szczepaniak. Unanimously approved. Abstained Petersen.

4. The Commission presented a draft of the 2002-2003 Annual Report that is to be submitted to the State First 5 Commission by October 15, 2003. The Commission was informed that the Financial Section of the report was not completed due to a delay in finalizing the internal audit. The Commission commended the efforts of the Contractors for providing the necessary information to the Commission staff and it commended the staff for their efforts on a job well done.

The Commission held a **Public Hearing** on the report and no comments were received.

Moved Paul, Seconded Perez. Unanimously approved.

D. Committee Reports

1. The Commission accepted the minutes for the Evaluation & Planning Committee meeting of September 9, 2003.
Approved on consent.
2. The Commission accepted the minutes for the Administrative & Finance Committee meeting of September 11, 2003 and adopted the Commissioners Reimbursement Policies & Procedures.
Approved on consent.
3. The Commission accepted the minutes for the Executive Committee meeting held on September 12, 2003.
Approved on Consent.

E. Program Reports

1. The Commission accepted a monthly report from the CARES Project of the Child Development Training Consortium.
Approved on Consent.
2. The Commission accepted a monthly report from Stanislaus County Office of Education.
Approved on Consent.
3. The Commission accepted the Program Review of the Child Care Provider Academy Program operated by the Yosemite Community College District / Modesto Junior College. The Commission acknowledged and expressed appreciation for the participation of the Program Review Committee members: Khani Gustafson, Nancy Milberry, Tim Newman, Monique Jetton, Judy Kindle, and Maria Velasquez.
Approved on Consent.

4. The Commission accepted the presentation from the CSUS-Evaluation Team. The presentation covered the Evaluation Format and the timelines for the CSUS-Evaluation Team and the School Readiness Evaluation Team. The Commission accepted the recommendations of the Evaluation Team to continue the Reach Out and Read Program through June 30, 2004 with funds not to exceed \$19,983.00.
Moved Perez, Seconded Petersen. Unanimously approved.
- IV. The Commission voted for Chair Walker and Vice-Chair Skol to continue in their same positions as officers for another year (October 1, 2003 – September 30, 2004).
Moved Paul, Seconded Petersen. Unanimously approved.
- V. Correspondence
None.
- VI. Public Comment Period
None.
- VII. Commissioners' Report – Commissioner Paul requested that the Administrative Committee review the Commission Ordinance and consider revising it to allow for a Commissioner to take an extended leave of absence without jeopardizing their seat on the Commission.
- VIII. Staff Report – John Sims, Executive Director, notified the Commission of the vacancy advertisement informing the public of the current Commission vacancy. The Board of Supervisors will accept applications without specific district limitations. John Sims also notified the Commission about the International Festival taking place on October 4th and October 5th at Graceda Park.

Meeting adjourned by Chair Walker at 6:15 p.m.